

May 30, 2006

**Wenham Board of Selectmen
Meeting Minutes
Meeting: May 10, 2006
Location: Recreation Building**

Attending: Tom Tanous, Peter Hersee, John Clemenzi
Also attending: Jeff Chelgren & John Darling

Tom Tanous called the meeting to order at 6:00 p.m., and welcomed the members and audience. He announced that the board would be taking the agenda out of order and that they would start with the swearing in of the newly elected member, John Clemenzi. Tom turned the meeting over to Fran Young, Town Clerk, who proceeded with the official swearing in process.

Re-organization of the Board of Selectmen

At the completion of the swearing in process, Tom announced that the next agenda item is the re-organization of the Board of Selectmen. John Clemenzi moved that he nominated Peter Hersee as Chairman, it was seconded by Tom Tanous, and approved unanimously. Peter Hersee then nominated Tom Tanous as the Vice-chair, it was seconded by John Clemenzi, and approved unanimously. Finally, Peter Hersee nominated John Clemenzi as the Board Secretary, it was seconded by Tom Tanous and approved unanimously.

Town Hall & Police Station Building Project

Tom then turned the meeting over to Peter Hersee as the new Chair. Peter continued with the agenda and identified that John Darling, Chairman of the Town Hall & Police Station Building Committee was present to seek approval of a revised Architectural contract. John Darling presented a revised contract with J. Stewart Roberts and Assoc. for the design of the modified town hall renovation and police station construction project. He explained that the original architect contract required that the architect redesign, at his cost, the project if the bids were to come in over budget. Since this situation did transpire, the architect and the town have discussed the value of the services rendered and have agreed to enter into this new contract for a total new redesign and to subtract the owed value from the overall cost of the new contract. The new contract has a value of \$225,335 and there remains an owed value of \$12,856, for a final contract value of \$212,479 (see attached contract outline).

The Board and Mr. Darling discussed this contract and the intended purpose, then Tom Tanous moved (see attached motion) that the Selectmen approve the new contract at the specified amounts. John Clemenzi seconded the motion and it was approved unanimously.

Insurance Advisory Committee Report

Peter Hersee identified that the board has a request from the IAC regarding the potential changing of our insurance carrier from Blue Cross/Blue Shield to Harvard Pilgrim Health Plan. Jeff Chelgren reported that the IAC review is on-going but that the town is under a time constraint to make a decision on the carrier option in order to proceed with open enrollment. Mr. Chelgren reported that the IAC has reviewed this one item and it is the unanimous sense of the committee that the town not change carriers this year. Therefore, Mr. Chelgren requested that the Selectmen concur with this

recommendation so that the town can begin the open enrollment with MIIA and prepare for the beginning of our next insurance season which begins on July 1st.

After various questions, Tom Tanous made the motion that the Selectmen are of the opinion that the town not pursue a change in insurance carriers for FY07. As this was a sense of the Board, and not a vote, Peter Hersee and John Clemenzi agreed and Mr Chelgren was provided the policy direction needed to proceed.

Board of Assessors & Beverly Airport Action

Peter Hersee noted that neither of these issues were ready for full discussion at this time so the Selectmen would continue discussion until the next meeting.

Mr. Tanous moved that the Board close the public meeting, it was seconded by John Clemenzi and approved unanimously at 6:40 p.m.

BOARD OF SELECTMEN MEETING

MAY 10, 2006

RE: Town Hall and Police Station Project - Architectural
Services Agreement, Amendment No. 2

MOTION: I move that as recommended by the Town Hall and Police Station Building Committee, the Board of Selectmen hereby approves proposed Amendment No. 2 to the Agreement dated September 24, 2002 between the Town of Wenham and J. Stewart Roberts Associates, Inc. for architectural services for the Town Hall and Police Station Project for additional design development, construction documents, bidding, and construction phase services in the total amount of \$225,335.00 plus, at the option of the Committee, fixed expenses of \$7,500.00 in lieu of reimbursable expenses; provided, however, that: (1) Amendment No. 2 shall also include a credit of \$12,856.00 for unexpended amounts under the schematic design services as included in Amendment No. 1; (2) the unexpended amount of \$84,000.00 for construction phase services as now included in the Agreement for construction of the original project plans, shall be deleted and superseded by the new amount in Amendment No. 2; and (3) the final form of Amendment No. 2 shall be approved by counsel for the Town.

Wenham Police and Town Hall Wenham, Massachusetts

Fee Breakdown - 4400³/SF Police Station and Town Hall 4/27/06

	Architectural	Hrs	Ave.Rate	Cost	Struct	MEP	Tech	Civil	Landscape	Total Fee	Exp Allow
Design Development											
Code Review		8 Hrs	\$95/hr	\$760							
Initial Design Development		40 Hrs	\$95/hr	\$3,800							
Elevation Studies		16 Hrs	\$95/hr	\$1,520							
Meet with Local Agencies		8 Hrs	\$95/hr	\$760							
Final Design Development		40 Hrs	\$95/hr	\$3,800							
Outline Specifications		6 Hrs	\$95/hr	\$570							
Coordinate Cost Estimate		4 Hrs	\$95/hr	\$380							
Engineer Coordination		16 Hrs	\$95/hr	\$1,520							
Review Meetings (4)		32 Hrs	\$110/hr	\$3,520							
Consultants					\$3,500	\$5,250	\$1,000	\$20,000	\$500		\$500
Subtotal Design Development		170 Hrs		\$16,630	\$3,500	\$5,250	\$1,000	\$20,000	\$500	\$46,880	\$500
Construction Documents											
Floor Plan		40 Hrs	\$85/hr	\$3,400							
Roof Plan		24 Hrs	\$85/hr	\$2,040							
Section		24 Hrs	\$85/hr	\$2,040							
Elevations		40 Hrs	\$85/hr	\$3,400							
Plan Blow-ups		24 Hrs	\$85/hr	\$2,040							
Plan Details		40 Hrs	\$85/hr	\$3,400							
Exterior Details		80 Hrs	\$85/hr	\$6,800							
Interior Elevations		40 Hrs	\$85/hr	\$3,400							
Interior Details		60 Hrs	\$85/hr	\$5,100							
Window & Doors		32 Hrs	\$85/hr	\$2,720							
Casework Details		24 Hrs	\$85/hr	\$2,040							
Specification		80 Hrs	\$85/hr	\$6,800							
Coordinate Cost Estimate		16 Hrs	\$85/hr	\$1,360							
Engineer Coordination		22 Hrs	\$85/hr	\$1,870							
Review Meetings (4)		24 Hrs	\$110/hr	\$2,640							
Drawing Review		20 Hrs	\$110/hr	\$2,200							
Consultants					\$7,000	\$10,500	\$2,000	\$10,000	\$2,000		\$2,500
Subtotal Construction Documents		590 Hrs		\$51,250	\$7,000	\$10,500	\$2,000	\$10,000	\$2,000	\$82,750	\$2,500

Bidding									
Advertisement	4 Hrs	\$95/hr	\$380						
Document Printing	4 Hrs	\$85/hr	\$340						
Pre-Bid Conference	6 Hrs	\$95/hr	\$570						
Addendum	16 Hrs	\$95/hr	\$1,520						
Bidder Questions	20 Hrs	\$95/hr	\$1,900						
Filled Sub Bid Opening	4 Hrs	\$95/hr	\$380						
General Contractor Bid Opening	3 Hrs	\$95/hr	\$285						
Review Qualifications	6 Hrs	\$95/hr	\$570						
● Review Meetings (1)	6 Hrs	\$95/hr	\$570						
Consultants				\$700	\$1,050	\$200	\$0	\$0	\$500
Subtotal Bidding	69 Hrs		\$6,515	\$700	\$1,050	\$200	\$0	\$0	\$500

\$8,465

Construction Administration									
● Job Meetings/ Site Visits (40)	240 Hrs	\$95/hr	\$22,800						
Building Committee Meetings (12)	48 Hrs	\$95/hr	\$4,560						
Shop Drawings	200 Hrs	\$85/hr	\$17,000						
Contractor Communications	180 Hrs	\$95/hr	\$17,100						
Review Req	24 Hrs	\$95/hr	\$2,280						
Project Closeout	20 Hrs	\$95/hr	\$1,900						
Consultants				\$5,500	\$8,000	\$500	\$7,000	\$600	\$4,000
Subtotal Construction Administration	712 Hrs		\$65,640	\$5,500	\$8,000	\$500	\$7,000	\$600	\$4,000

\$87,240

Summary									
Design Development	170 Hrs	12%	\$16,630	\$3,500	\$5,250	\$1,000	\$20,000	\$500	\$500
Construction Documents	590 Hrs	37%	\$51,250	\$7,000	\$10,500	\$2,000	\$10,000	\$2,000	\$2,500
Bidding	69 Hrs	5%	\$6,515	\$700	\$1,050	\$200	\$0	\$0	\$500
Construction Administration	712 Hrs	47%	\$65,640	\$3,000	\$8,000	\$500	\$7,000	\$600	\$4,000
	1,541 Hrs	100%	\$140,035	\$14,200	\$24,800	\$3,700	\$37,000	\$3,100	\$7,500

\$225,335

Unbilled Remaining Fee

\$12,856

\$212,479

Fees and Expenses do not include:

- Printing of Bid Documents
- Geotechnical Testing & Engineering
- Materials Testing
- Land Survey
- Advertisement
- Securing Approvals
- Pressure treatment or dosing of septic system
- Town Hall Discretionary Design Modifications
- Flood Plain Study